

City Ministries

Job Description

Executive Office Manager

I. POSITION DESCRIPTION

Provides centralized office services and communications by implementing administrative systems, procedures, and policies; monitoring administrative projects; and point of contact for Board of Directors and administrative support for Executive Director and department managers as needed. Coordinate space and office organization; purchase and manage supplies and equipment. Maintain centralized records and databases. Greet visitors and callers, route and resolve information requests.

II. RESPONSIBILITIES

For Executive Director

- Performs all administrative duties in support of Executive and Department Management including written correspondence, coordinating projects, setting up meetings, supervising volunteers, and interfacing with Board Members at direction of Executive Director.
- Prepares all meeting materials/packages to include agendas and supporting reports to support ED presentation. Assure dissemination of such materials to all concerned in a timely manner. Schedule and arrange for meeting facilities and catering, when necessary.
- Coordinate executive communications, including taking calls, responding to emails, and interfacing with clients.
- Point of contact for annual Fundraiser, planning, coordinating, hosting.
- Develop and sustain a level of professionalism among staff and all those we serve, presenting a professional, caring, confidential attitude always.
- Schedule meetings and appointments as needed
- ***Uphold a strict level of confidentiality***

HR DUTIES

- Maintains the highest level of confidentiality, integrity and discretion in all duties and responsibilities, while making every employee feel valued and heard through their tenure with City Ministries.
- Serve as the initial point of contact and screening for all job positions with-in City Ministries through our HR@citymin.org email address, while developing and implementing recommendations to streamline HR processes involving recruiting and hiring.
- Along with the Executive Director monitor benefit programs to ensure compliance with federal and state regulations. Serving as project manager for various HR-related and cross-functional projects while collaborating with others to meet project goals. Developing and implementing recommendations to streamline HR operational processes.

- Facilitate training to managers and employees on various HR policies and processes to ensure that employees are fully equipped to do their jobs (how to use Paylocity), where to get answers on benefits.
- Liaison with HR consulting firm, benefit broker and Accounting for payroll processes, procedures, teacher contracts, onboarding new staff, benefits, documentation in accordance with all applicable federal and state regulations.
- Assist department Managers as needed to resolve employee performance issues, disputes, and other sensitive matters all in accordance with all applicable federal and state regulations. Aid with solving issues. Developing and implementing recommendations to streamline HR performance evaluation and exit processes.
- Conduct prescreening interviews if requested by managers, conduct Exit interviews with all employees, maintain employee files.
- Send payroll reminders, bank holiday schedule, new employee reference checks (as needed).
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- First point of contact for City Ministries Employees

General

- Provides information by answering questions and requests serving as central point of contact for Churchome departments and other partners.
- Maintains continuity of work operations by documenting and communicating needed actions to management; mail distribution; discovering irregularities; determining continuing needs.
- Maintains rapport with customers, managers, and staff by arranging continuing contacts; researching and developing new services and methods; setting priorities; resolving problem situations.
- Primary purchasing agent and manager of supplies budget.
- Arrange corporate events to take place outside of the work place, such as golf tournaments, fund-raising events and staff appreciation events
- Maintain an organized, clean filing system of paper and electronic documents.
- IT Support - Main support person for IT related needs for all City Ministries Staff and locations, and liaison with our IT Services Providers, Equipment providers, and vendors, maintaining strict confidentiality.

City Ministries may assign other duties or responsibilities, at their sole discretion.

III. EMPLOYMENT STANDARDS

Education/Experience:

- 3-5 years' experience working with senior leaders in an organization and in an office administrative capacity, with purchasing and accounting support experience.
- 1-2 years' experience in Human Resources preferred.
- Comprehensive knowledge of personal computer operations (i.e., Word, Excel, PowerPoint).
- Excellent written/verbal communication skills relative to good business correspondence and office management.

- Requires excellent organizational skills and attention to detail and the ability to work independently without direct daily supervision. Must have the ability to work directly with department managers.
- Ability to see, articulate and implement the vision of City Ministries.
- Can anticipate, enjoy and thrive in a rapidly changing environment.
- Bachelor's Degree Required.

Skills:

- Client Relationships, Supports Innovation, Developing Standards, Administrative Writing Skills situational leadership and communication skills
- Strong organizational and time-management skills and pursuit of excellence through attention to detail
- Demonstrated ability to manage major projects, time sensitive projects and time management to smooth work flow.
- IT trouble- shooting skills, equipment set up, software installation knowledge
- Demonstrated ability to work with leaders in the organization and assist where asked
- Able to lift 25 lbs. (these types of abilities are especially important to list if you have a position requiring physical strength or stamina)

Work Status: Full Time (32 hours per week)

Supervisor: Executive Director

Staff Supervision: None

Employees of City Ministries must comply with the policies, procedures, requirements and responsibilities set forth in the staff handbook and the other manuals and directives, as revised by City Ministries from time to time. These include, for example, attendance at the weekly staff meeting, lifestyle expectations and church attendance expectations. This job description is subject to revision by City Ministries at any time and for any reason. Nothing in this job description shall be construed as an implied agreement or promise of specific treatment of an employee, and it does not change the at-will employment relationship between the employee and City Ministries.